

MID ARGYLL & KINTYRE AREA COMMITTEE MEETING

Wednesday, 14th August 2019 at 6.35pm

Dalriada House, Lochgilphead

Attendees

Fiona Devlin (FD), Tenant member
 Gillian Hutton (GH), Tenant member
 Sandra Johnston (SJ), Tenant member
 Sandra MacKenzie (SMack), Tenant member
 Betty Rhodick (BR), Independent member
 Councillor Donald MacMillan (DMacM), Council Area Representative

Observers

Janette Eynon (JE), Tenant member
 David Eynon (DE), Tenant member
 Laura Magugliani (LM), Independent member

Staff in Attendance

Yvonne Angus (YA), Regional Manager
 Jenna Philips (JP), Area Administration Officer

1.	<p>Welcome & Apologies</p> <p>Yvonne Angus (YA) welcomed all members to the first Mid Argyll & Kintyre Area Committee meeting for the year 2019/20, with a special welcome to members that wished to observe today's meeting.</p> <p>JP advised that in advance of the meeting, apologies were received from Tommy MacPherson & Michael Roberts.</p>	
2.	<p>Group Governing Body Members Code of Conduct</p> <p>YA advised members the purpose of the Code of Conduct is to ensure that the Governing Body members of the ACHA Group conduct themselves, and Group business, to the highest standards of propriety, governance and ethical behaviour while ensuring the effective operation of the Group. It is a condition of membership of a Governing Body within the Group that all Governing Body members agree to adhere to this Code of Conduct.</p> <p>The Code of Conduct sets out the requirements and expectations which are attached to the role of Governing Body member. All Governing Body members have a personal responsibility to uphold the requirements of this Code and no individual will be able to be a Governing Body member if they do not adopt and agree to abide by the Code of Conduct.</p> <p>In accordance with the Rules of the Association, Section 38.6 states:</p> <p style="padding-left: 40px;">“No Board or Area Committee Member may take office until they have agreed to and signed the Group Code of Conduct for Governing Body Members.”</p> <p>In accordance with the Scheme of Delegated Authority, Section 10</p>	

	<p>Code of Conduct Principles, states:</p> <p>10.1 In terms of Rule 38.6 of the Rules no Area Committee Member may take office until they have agreed to and signed the Group Governing Body Members Code of Conduct.</p> <p>10.2 Thereafter, Area Committee Members must comply with their responsibilities as set out in the Group Governing Body Members Code of Conduct when acting in their capacity as Area Committee Members.</p> <p>As the Code of Conduct was to be reviewed and signed annually, all members in attendance signed the Group Governing Body Members Code of Conduct.</p>	
3.	<p>Election of Office Bearers</p> <p>YA advised members that the first part of business to be carried out was the election of the Office Bearers. This is a Chairperson and a Vice Chairperson. YA further explained the Chairperson of the Area Committee would automatically become a member of the Board of Management, and is expected to attend these meetings, which are held every 6 weeks in Inveraray.</p> <p>YA advised that this should be by the individual. YA further advised that in the first instance, nominations for the position of Chairperson should be presented by tenant members of the Area Committee. If there are no nominations received from any tenant members, nominations could be considered from independent members. YA further clarified that the role of Chairperson could not be fulfilled by a Councillor representative and nominations could only be received from tenant or independent members.</p> <p>YA requested nominations for the position of Chairperson from the tenant members, however, there were no nominations received.</p> <p>YA requested nominations for the position of Chairperson from the independent members.</p> <p>Nominations: Betty Rhodick (BR) Proposed by: Councillor Donald MacMillan (DMacM) Seconded by: Gill Hutton (GH)</p> <p>Betty Rhodick was been duly elected as Chairperson of the Mid Argyll & Kintyre Area committee</p> <p>YA advised that BR would serve as Chairperson until the end of the next AGM and would also serve as a Board Member on the Board of Management.</p> <p>YA reminded members that in terms of Section 2.6: Area Committee Meetings - General Procedure, of the Scheme of Delegated Authority, all speakers must direct their words to the Chair of the Area Committee. All Area Committee members must remain quiet and maintain order while this is happening. The Chair will decide who can speak and for how long. If any point arises which is not covered in the Rules or these</p>	

	<p>standing orders, the Chair's decision will be final.</p> <p>In regards to the position of Vice Chairperson, YA advised this should be by the individual in the first instance. This position can be held by a tenant member or independent member, if no tenant was available or willing to act in this capacity.</p> <p>YA requested nominations for the position of Vice Chairperson from the tenant members present.</p> <p>Nominations: Sandra MacKenzie (SMack) Proposed by: Betty Rhodick (BR) Seconded by: Councillor Donald MacMillan (DMacM)</p> <p>YA confirmed that SMack was been duly elected as Vice Chairperson of the Mid Argyll & Kintyre Area committee and would serve as Vice Chairperson until the end of the next AGM.</p> <p>YA thanked the new office bearers for taking on these positions.</p>	
4.	<p>Special Leave Request</p> <p>In accordance with Rule 44.5.3, BR advised that we had received a request from Area Committee member, Tommy MacPherson, to request special leave of absence from the Area Committee. BR proposed that we grant special leave for a 3-month period.</p> <p>Proposed by: Betty Rhodick (BR) Seconded by: Sandra MacKenzie (SMack)</p>	
5.	<p>Minutes of Previous Meeting – 29th May 2019 Carried forward from 27th March 2019 Agenda Item: Page 10: Working with MAYDs</p> <p>GH also agreed to displaying promotional material / leaflets for the Community Hub run by MAYDS. GH explained that MAYDS do a lot of joint working with Fyne Homes.</p> <p>Update: GH requested the minutes were amended to clarify the Community Hub is run in MAYDS and the Hub does a lot of joint working with Fyne Homes.</p> <p>Subject to the above amendment, the minutes were agreed as a true and accurate record.</p> <p>Proposed by: Councillor Donald MacMillan (DMacM) Seconded by: Sandra Johnston (SJ)</p>	JP
6.	<p>Matters Arising 27th March 2019 - Page 10: Working with MAYDs</p> <p>YA is still to make contact with Fyne Homes. YA will liaise with GH to let us know when an event is happening and we can look to attend. BR offered to provide YA with contact details.</p> <ul style="list-style-type: none"> • Update: BR provided YA with contact details. <p>29th May 2019 - Page 4: Naming of Cairnbaan Development</p> <p>After discussion, all members unanimously agreed the naming of the development should be by competition involving Glassary Primary school as this falls within the catchment area.</p> <ul style="list-style-type: none"> • Update: to be presented to the Area Committee in November 	

	<p>2019. A letter would be issued early next week to the school, advising them of the competition.</p> <p>29th May 2019 - Page 6: Stock Condition Survey YA advised that we would follow this up to ensure tenants were made aware should there be any delays.</p> <ul style="list-style-type: none"> • Update: YA advised that unfortunately, the surveying firm got mixed up between Tarbert and Tarbet. Colleagues within our Investment & Regeneration department were arranging to advise tenants of the delay. <p>FD advised that she had received her update but not everyone had got theirs. FD advised that she hasn't received her survey yet.</p> <p>29th May 2019 - Page 10: Community Action Fund Applications It was suggested the CAF application is updated to advise applicants that ACHA would use Facebook should they receive a CAF grant, for example, "...and ACHA will promote via social media, website etc."</p> <ul style="list-style-type: none"> • Update: the application form has been updated and is live on our website. <p>29th May 2019 - Page 10: Community Action Fund Applications YA suggested area teams contact Tarbert Castle Trust to obtain a quote to publish.</p> <ul style="list-style-type: none"> • Update: staff have been trying to make contact with Tarbert Castle Trust to obtain quotes for our Facebook page. <p>29th May 2019 - Page 17: Lochgair Place Sheltered Housing Complex: 40 years SMack advised members that the sheltered housing complex, Lochgair Place in Tarbert was opened in October 1979 and was therefore 40 years this year. SMack asked if ACHA would consider marking the occasion. YA agreed that this should be celebrated and suggested members consider options for the next meeting.</p> <ul style="list-style-type: none"> • Update: members agreed an afternoon tea in the Church hall with the residents should be organised. It was also agreed a plaque would be erected to commemorate the significant milestone. YA suggested that information on the history of the complex would be collated and displayed. <p>It was agreed the finalised proposals would be presented to the next meeting in September.</p>	
7.	<p>Schedule of Area Committee Meetings</p> <p>i. Agree dates and times of meetings It was agreed meetings would continue to be held at 6.00pm and the dates for 2019/20 were agreed as followed:</p> <ul style="list-style-type: none"> • Wednesday, 25th September 2019 • Wednesday, 27th November 2019 • Wednesday, 29th January 2020 • Wednesday, 25th March 2020 • Wednesday, 27th May 2020 • Wednesday, 12th August 2020 (Annual General Meeting) 	

	<p>ii. Agree venue(s) Members agreed meetings would be held in Lochgilphead as the majority of members were from the Mid Argyll area and there was no cost to hire the meeting room.</p> <p>iii. Set agenda for forthcoming year Members agreed to the proposed agenda for 2019/20.</p>	
8.	<p>Members Paperwork</p> <p>i. Connected Persons Members were provided with the Connected Person (Declaration of Interest) pro-forma.</p> <p>In accordance with the Rules of the Association, Section 46.1 states:</p> <p><i>“If a person serves on the Board, an Area Committee or any sub-committee he/she must declare any personal or other external interests on an annual basis in accordance with the Group Code of Conduct for Governing Body Members. If while serving on the Board of Management or an Area Committee that person has any conflict of interest in any contract or other matter about to be discussed at a meeting, he/she must tell the Board or Area Committee. He/she will be required to leave the meeting while the matter is discussed and will not be allowed to vote on the matter or to stay in the meeting while any vote on the matter is being held. If he/she is inadvertently allowed to stay in the meeting and vote on the matter, his/her vote will not be counted.”</i></p> <p>In accordance with the Standing Orders, Section 6.3 states:</p> <p><i>“The Group expects the highest standard of integrity in the management of its affairs. All Board members are required to sign and adhere to the Group Governing Body Member Code of Conduct and to disclose any relevant interests in the Declaration of Interest Register, which is maintained by the Corporate Services department on behalf of the Chief Executive/Secretary.”</i></p> <p>All members in attendance completed and signed the Connected Person (Declaration of Interest) pro-forma.</p> <p>ii. Diversity and Equal Opportunities Information Members were provided with the Diversity & Equal Opportunities pro-forma.</p> <p>To allow the Association to accurately complete the Annual Performance Statistical Return (APSR), members are required to complete the Diversity & Equal Opportunities pro-forma. This is requested by members on an annual basis and forms part of the Area Committee’s first meeting following the AGM.</p> <p>All members in attendance completed and signed the Diversity & Equal Opportunities pro-forma.</p>	

	<p>iii. Governing Body Member Annual Appraisal Members were provided with the Governing Body Self-Assessment Annual Appraisal form. This was introduced in 2012 due to the requirements of the Scottish Housing Regulator (SHR).</p> <p>All members in attendance completed and signed the Governing Body Self-Assessment Annual Appraisal pro-forma.</p>	
9.	<p>Area Committee Members</p> <ul style="list-style-type: none"> • Group/Individual Photos YA explained to members that group and individual photos of the Area Committee would be used for publications purposes. It was agreed by all members that photographs would be taken at the end of the meeting. • Area Committee Member 2-minute interview YA explained that ACHA have a Communication group, who develop the newsletters. The Communications group have asked for members of the Area Committee to take part in a 2-minute interview for future newsletters. Ideally, this would be interviews that are not members of the Board of Management as we have already carried out interviews with Board members. YA further explained that in addition to an individual photograph of the Area Committee member, interviews would be based on the following questions: <ul style="list-style-type: none"> ○ How did you find out about ACHA? ○ Why did you want to get involved? ○ What has been the best bit so far? ○ What has surprised you the most? ○ If someone was thinking of getting more involved, how would you encourage them to get involved? ○ Tell us something about yourself which might surprise people. YA asked that if members were interested to let YA or JP know. Their 2-minute interview and photo would feature in a future newsletter. FD and BR advised that they would be willing to participate. • Consent for Photographs taken and held by ACHA YA explained that in terms of the General Data Protection Regulations (GDPR), members are required to give consent for photographs taken and held by us can be used for publication purposes. All members in attendance signed the photograph consent form. 	FD/ BR
10.	<p>Correspondence JP confirmed there was no correspondence received.</p>	
11.	<p>Agenda Items for the Next Meeting - 25th September 2019 Members were provided with a report prior to the meeting. Following discussion, it was agreed the following agenda items would be considered at the next meeting with no further items to add:</p> <ul style="list-style-type: none"> • Welcome & Apologies • Minutes of Previous Meeting – 14th August 2019 • Matters Arising (including information pack) • Conflict of Interest 	

	<ul style="list-style-type: none"> • Correspondence • Chairpersons Report • Regional Managers Update • Estate Management Action Plan (EMAP) Projects 2019/20 • Key Performance Indicators • Garden in Bloom 2019: Winners to be announced • Community Action Fund Applications <ul style="list-style-type: none"> a) Budget Update b) Consider New/Existing Applications c) Correspondence • Lochgair Place Sheltered Housing Complex: 40 years • Policy Review - Update • Tenants Newsletter - Article for Autumn Newsletter • Agenda Items for the Next Meeting • Any Other Business • Date & Time of Next Meeting 	
12.	<p>Any Other Business</p> <p>As previously discussed, ACHA are currently carrying out a stock condition survey of all properties. BR advised that she is also the Secretary for Lochfyne Homes and after contacting ACHA, they have also instructed the same consultant. BR commented this was good collaborative working between the RSL's.</p> <p>BR advised Lochfyne Homes have arranged an event on Community Safety on 9th September 2019 at 6.30pm. This will be held in the Community Centre in Lochgilphead and everyone is welcome to attend.</p> <p>YA reminded members that a number of new build sites in the Mid Argyll area are due to be completed in February/March 2020. YA suggested a tour of the sites is arranged for either the September or November meeting to allow members to view progress of these developments. Members welcomed the proposal of visiting the sites.</p> <p>FD advised members that she had received a letter from Jim Milne, Chairperson of the Board of Management regarding attendance at training, indicating that members should be attending all training. YA advised that she had been liaising with Corporate Services colleagues to highlight the concerns raised by members and to propose that training is carried out during Area Committee meetings. We are aware that Area Committee members attend meetings on a voluntary basis and we do not wish to discourage members. It was also noted that due to other commitments, the Mid Argyll & Kintyre Area Committee currently hold their meetings in the evening to accommodate members and to maximise attendance. Members welcomed the proposal for training to be carried out during Area Committee meetings and commented this would also reduce costs for the Association.</p>	
13.	<p>Date & Time of Next Meeting</p> <p>Wednesday, 25th September 2019 at 6.00pm in Dalriada House, Lochgilphead.</p>	

The meeting concluded at 19.30pm